

DEFINITIONS

Appendix F. Appendix F to the prime contract.

Facility. A discreet physical location, structure, or collection of structures.

Accountability (or accountable). The obligation to accept the consequences of an action or set of actions. For example, an individual worker is accountable for the consequences of his or her personal actions while a Group Leader is accountable for the collective results of actions taken by members of the group. Accountability cannot be delegated.

Administrative Manual (AM). A prior type of LANL personnel or business policy or procedure document. See IMP or IPP.

Alert. A prior type of LANL operational requirements document. See Notice.

Appendix A. An appendix A to the prime contract.

Authority. The extent of a worker's ability to speak, act, command, or commit resources on behalf of LANL. Authority may be delegated.

Best Practice. A method of conducting a specific work activity that is accepted by experts as the optimal way of achieving results. A best practice may come from industry, other laboratories, internal process improvements, or worker suggestions.

Chief Officer. A LANL senior manager or staff member, such as the Chief Financial Officer or the Chief Science Officer, assigned institutional oversight of a specific topical work area.

Contract employee (or contractor). A person performing work at or for LANL who is employed by a company providing products or services, or is an individual consultant, under a contract or sub-contract with The Regents of the University of California.

Contract. See prime contract. **Contract** may also refer to a contract or sub-contract between an individual or company and The Regents of the University of California.

Department of Energy (or DOE). The United States Department of Energy, headed by the Secretary of Energy. The Laboratory is operated by the University of California under contract to the Department of Energy. In March of 2000 the DOE's national security mission was reorganized and a new, semi-autonomous agency was formed – the National Nuclear Security Agency (NNSA). Laboratory documents that predate the formation of NNSA, including policies and procedures in this manual, should be read with the understanding that defense programs and other national security missions are now under NNSA instead of DOE.

Direction (or directive). An action that must be taken (mandatory action).

Director. The Director of Los Alamos National Laboratory.

Director's Instruction. A policy document that provides short- or long-term instructions from the Director to address specific policy-related issues.

Domestic Partner. Domestic partners of employees are those unmarried persons who have qualified as domestic partners under the UC retirement plan. For non-employees (i.e. visitors), domestic partners are defined as those unmarried persons who are in a marriage type relationship and share the same residence.

Employee. A person employed by UC who is assigned to perform work for LANL as their primary duty.

Endorser. The next-higher level manager from the IA, responsible for agreeing that implementing the document would be in the best interests of the institution. For Tier 1 documents, IPs, IMPs, and ISDs, the endorser is the EB.

Exception. Formal permission granted to an individual or organization to not follow all or part of a LANL policy or procedure.

Executive Board (EB). The governance body of LANL. The EB operates under a charter, and consists of the Director, Deputy Directors, ADs, and other senior members as assigned by the Director.

Facility Manager (FM). An employee with the lead responsibility for managing a specific LAN facility, including real property and installed equipment, and, if assigned, operating the facility.

Facility. Land, buildings, and other structures; their functional systems and equipment; and other fixed systems and equipment installed therein; including site development features outside the plant, such as landscaping, roads, walks, parking areas, outside lighting and communication systems, central utility plants, utilities supply and distribution systems, and other physical plant features. As used at LANL, **facility** may refer to a specific building or structure, a set of buildings and related systems, or LANL as a whole.

Governing Policies. High-level institutional policies issued by the Director and applicable to all work, workers, and visitors to the Laboratory.

Guest. A person who is invited to attend a specific event at LANL, such as a meeting or a tour. Also, a person who volunteers his/her services as a guest scientist.

Guidance (or guidelines). Written statements that provide non-mandatory supplemental information about acceptable methods for implementing procedures, practices, standards, or work instructions. Guidance may include suggested practices or instructions, suggested performance measures, or options.

Implementation Procedure (IMP). A Tier 2 document that provides institutional procedures that implement IPs or other requirements, process improvements, best practice, or institutional choice.

Implementation Support Document (ISD). A Tier 2 document that provides additional detail to support an IP, IMP, or IPP, and may be called a Manual, Standard, or have another appropriate title. An ISD may not be used to establish policy, or procedures not covered in the IP, IMP, or IPP.

Institution (or the Institution). Los Alamos National Laboratory.

Institutional Policy (IP). A Tier 2 document that states policy that applies to LANL as a whole.

Issued. A LANL policy or procedure document is issued when signed by the IA. A document goes into force and effect when issued unless a future date is stated in the document.

Issuing Authority (IA). The LANL manager with authority to direct a specific aspect of work and to issue a policy or procedure to address that work.

Justification. For a LANL policy or procedure document, a statement that demonstrates why issuing and implementing the document would be in the best interests of the institution as a whole.

Laboratory (or the Laboratory). Los Alamos National Laboratory. This term refers to either the physical location of the Laboratory or the Los Alamos people, mission, and facilities as a whole.

Laboratory Implementation Guidance (LIG). A prior type of LANL operational requirements document. See IMP.

Laboratory Implementation Requirement (LIR). A prior type of LANL operational requirements document. See IMP.

Laboratory Performance Requirement (LPR). A prior type of LANL operational requirements document. See IP.

Law. As used in LANL policies and procedures, **law** generally refers to specific federal or state statutes, unless the context in a given policy or procedure document requires a different context. Federal laws are found in the United States Code Annotated (USCA). See also New Mexico Statutes.

Line management chain. The reporting chain that extends from the employee to the Director. See Roles and Responsibilities in the P&PM.

Line. Activities needed to support and facilitate the work done under programs or projects. Line organizations determine how work will be accomplished to produce products needed by programs and projects.

National Nuclear Security Agency (or NNSA). A semi-autonomous agency of the Department of Energy; NNSA is headed by the Administrator. The Laboratory is operated by the University of California under contract to the Department of Energy and NNSA. In March of 2000 the DOE's national security mission was reorganized and NNSA was formed. Laboratory documents that predate the formation of NNSA, including policies and procedures in this manual, should be read with the understanding that defense programs and other national security missions formerly under DOE are now under NNSA.

Notice. A LANL Tier 2 document that provides short-term direction to address a specific situation. Also, a DOE document providing short-term direction.

Off-site work. Work performed by a Los Alamos National Laboratory employee at a location other than Los Alamos National Laboratory.

Operating contract. See prime contract.

Operational Support Tool (OST). A prior type of LANL operational requirements document. See ISD.

Order. A DOE document that provides direction to DOE or NNSA organizations. Some DOE orders apply to contractors, such as UC. DOE orders that apply to the management and operation of LANL are defined in the prime contract.

Plain language. A style of writing documents in plain English so that they are easy to understand. See Plain Language (<http://www.plainlanguage.gov>).

Policy. A statement of behaviors and actions that are expected of Laboratory employees. A policy is a written directive.

Policy Center. The Policy Center website is LANL's institutional source for current Tier 1 and 2 policies and procedures.

Policy. A statement of behaviors and actions that are expected of Laboratory employees. A policy is a written directive that defines what LANL will do to execute requirements or best management practices.

Prime contract. The contract between the Department of Energy and The Regents of the University of California to manage and operate LANL, Contract No.: W-7405-ENG-36.

Procedure. A written statement, description, or instruction for how work is to be accomplished. A procedure specifies how LANL workers will implement policies or requirements.

Program. A set of related activities needed to produce products or services over time to meet customer requirements within a given LANL mission focus area. Programs determine what work will be conducted at LANL to produce products needed by customers.

Project. A set of related activities needed to produce specific products or services to meet a customer's requirement. In contrast to programs, projects are finite (have a definite beginning, middle, and end). LANL projects are typically a subset of, and funded by, a LANL program.

Regents. The Regents of the University of California.

Regulation. As used in LANL policies and procedures, **regulation** generally refers to a specific rule promulgated by a federal or state agency to implement a law. For federal regulations, see the Code of Federal Regulations (CFR). For New Mexico rules, see the New Mexico Administrative Code (NMAC).

Requirements. Actions directed by law, regulation, the prime contract, or UC. Requirements must be followed regardless of whether LANL has issued corresponding policies or procedures.

Note: prior LANL documents also used "requirements" to mean LANL directives.

Responsibility. The obligation of each worker to ensure that work-related expectations and requirements are understood, applied, and satisfied. Responsibility may be delegated.

Responsible Division Leader (RDL). A division-level manager designated by his/her line management AD to assume ultimate responsibility, authority, and accountability for a facility, and ensure that the requirements for the nuclear facility authorization basis or non-nuclear facility safety authorization are met.

Responsible Manager (RM). The LANL manager, division-level or above, who is responsible for preparing a Tier 2 policy document for the IA, if delegated this responsibility.

Responsible Office (ROM). The LANL office, group-level or above, with subject matter expertise for Tier 2 policy or procedure document, if designated by the IA or RM. The RO is tasked with preparing and maintaining the document over time (keeping it up-to-date).

Role. The function that an individual worker performs. An employee's role is often defined by the job title, for example, Division Leader.

Senior Executive Team (SET). The SET was replaced by the EB in FY2005. See EB.

Site. As used by DOE, **site** refers to a geographic area owned or leased by or for the account of the federal government for the performance of DOE program activities, including buildings, infrastructure and other improvements. As used at LANL, **site** generally refers to LANL as a whole.

Site work. Work performed at Los Alamos National Laboratory.

Standards. A written statement that defines specific measures, criteria, or acceptable methods to meet expected results or work practices. LANL uses UC or industry standards unless there is a prevailing institutional interest to modify or deviate from them.

Statement of Work (SOW). An agreement between two or more LANL organizations, or between a LANL organization and an outside party, that defines tasks, deliverables, milestones, budgets, performance requirements, reporting requirements, and other items as needed to accomplish a specific aspect of work.

Sub-contractor. See contract employee.

System Description Document. A specialized IP section that describes an institution-wide system (e.g. Environmental Management or Quality Assurance).

Technical Area (TA). A designated geographic area used by LANL, including buildings, infrastructure and other improvements.

Tier 1 policy documents. LANL's Governing Policies.

Tier 2 policy documents. Policies, procedures, supporting documents, notices, or instructions that apply to everyone in the institution, or to broad cross-organizational functions. Tier 2 includes LANL's Institutional Policies, Implementation Procedures, Institutional Policy and Implementation Procedures, Institutional Support Documents, Notices, and Director's Instructions.

Tier 3 policy documents. Work instructions that apply to specific organizations, programs, facilities, types of work, or types of workers. Tier 3 documents do not apply to the institution as a whole.

University of California (or the University). The university system of the State of California. The University of California is headed by a President and governed by a Board of Regents. The University includes ten academic campuses within the state of California and three national Laboratories (Lawrence Berkeley, Lawrence Livermore, and Los Alamos). The Laboratory is operated by the University of California under contract to NNSA of the DOE. Consequently most Laboratory personnel are employees of the University of California.

UC employee. A person employed by the University of California. While all LANL employees are UC employees, most UC employees are not LANL employees. See employee.

UC policies. Policies issued by The Regents of the University of California. See UC Policies.

Variance. Formal permission granted to an individual or organization to alter a specific aspect of a policy or procedure, such as extending a deadline or following a different standard.

Visitor. A person who is present on-site at LANL who is neither an employee, contract employee, nor guest. A visitor may be conducting official business at LANL (such as a DOE employee), invited to perform work at LANL (such as a visiting scientist), or may be on-site on a

casual basis (such as meeting a LANL worker in the cafeteria or driving across the site on a public road). A visitor may or may not have knowledge of LANL mission, activities, boundaries, policies, or procedures. **Also**, as defined by a Facility Manager, a **visitor to a specific LANL facility** may include a LANL worker who does not normally work at that facility or is not qualified to enter that facility unescorted.

Work Instruction (WI). A Tier 3 document that provides specific instructions on how an organization will perform a specific work task. A WI may be called a Desk Manual, Performance Standard, or have another appropriate title.

Worker. A person who performs work at or for LANL on a regular basis. A worker may be an employee, a contract employee, a guest scientist, a vendor, or a visitor.